

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II –
Community Supervision Corrections Departments
Benefit Reconciliation and Reporting

SALARY GROUP: B15

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lawrence F. Barreras DATE: 05/24/2016

POSITION #: 100110

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares financial statements, reports, cost data, budget items, payroll, and insurance-related documents for Community Supervision Corrections Departments (CSCD); and prepares and posts payroll documents and records.
- B. Audits accounting and control records for accuracy and compliance with established standards and procedures; researches and reconciles insurance and payroll discrepancies and reports findings; and reconciles monthly reports.
- C. Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- D. Provides technical assistance in accounting and payroll transactions; and assists CSCD in reconciling payroll with the Employees Retirement System.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Three years full-time, wage-earning accounting, auditing, budget preparation, employee insurance benefits, or financial operations experience.

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B. Knowledge and Skills

1. Knowledge of accounts payable operations, functions, and procedures.
2. Knowledge of accounting practices and techniques.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to evaluate, analyze, interpret, develop, and prepare accounts payable, accounting data, records, schedules, and reports.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to research and resolve discrepancies and inquiries.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.